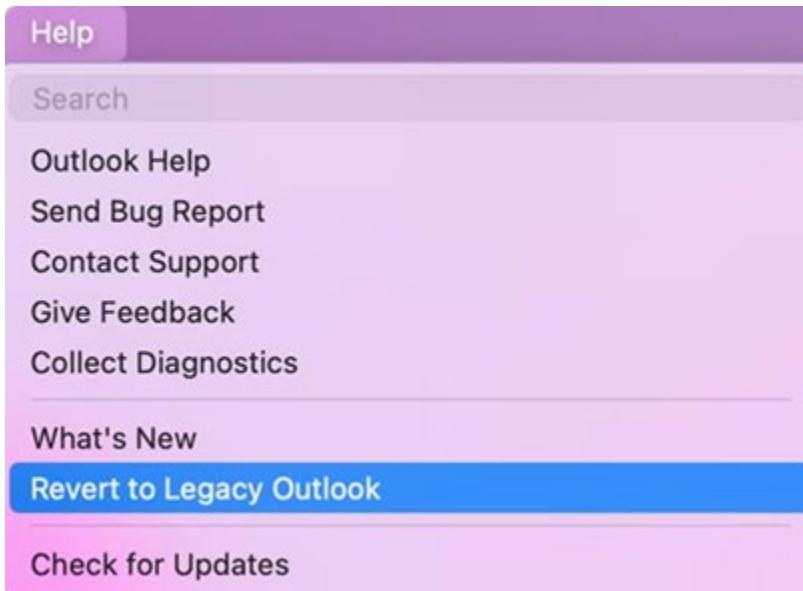


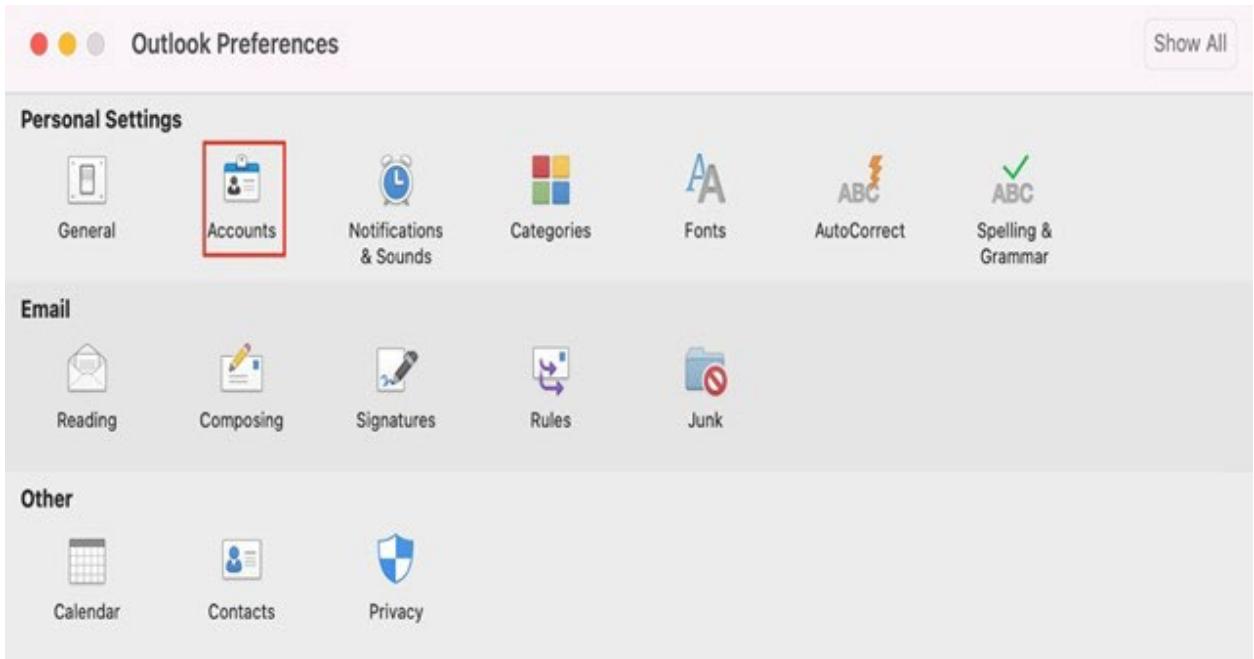
# How to add a shared mailbox in Outlook - Mac

*Add a shared mailbox in Outlook on a Mac using the steps below.*

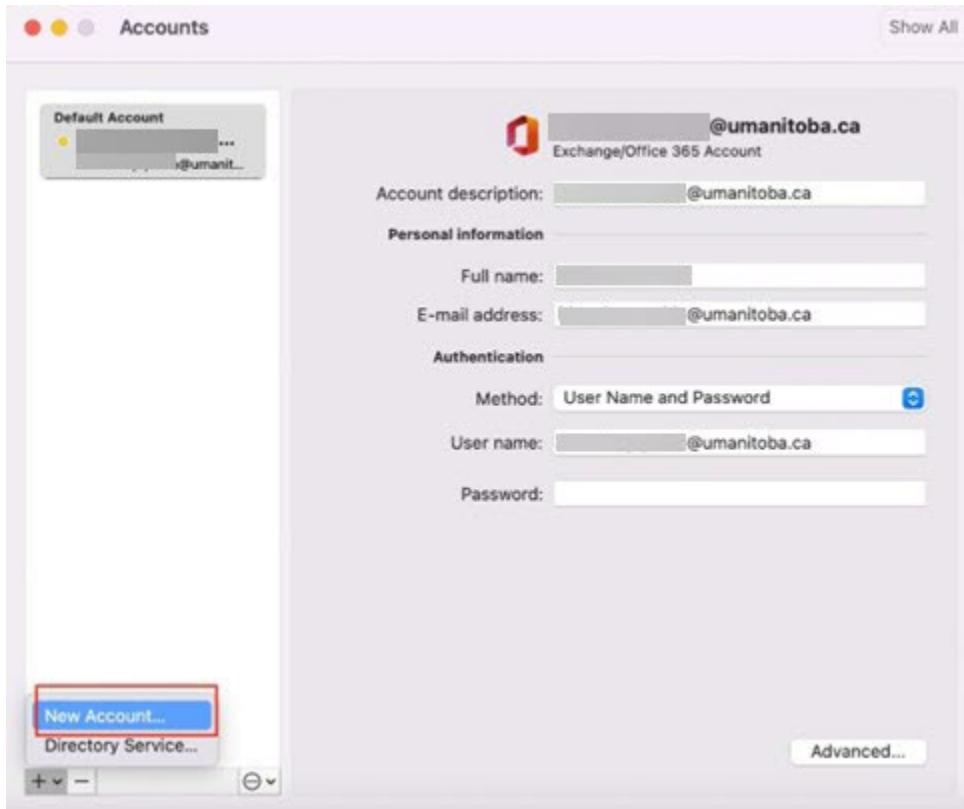
1. Shared Mailboxes can only be added in Legacy mode of Outlook. While in Outlook, select **Help > Revert to Legacy Outlook**. This will restart Outlook in legacy mode.



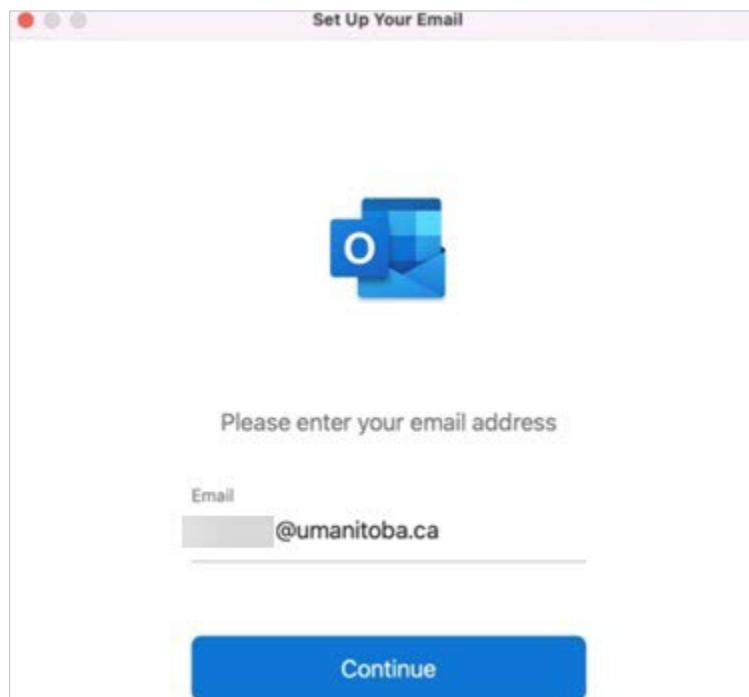
Select **Outlook > Preferences (or Settings) > Accounts**.



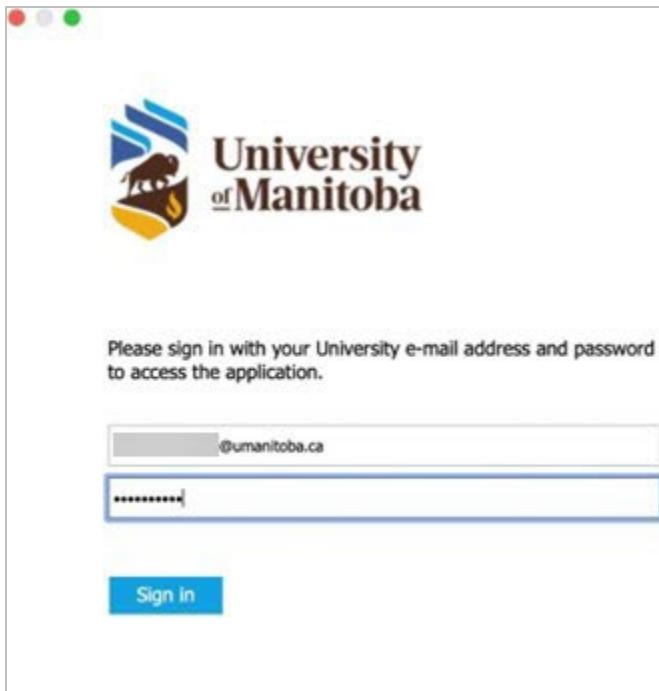
2. Select **New Account...**



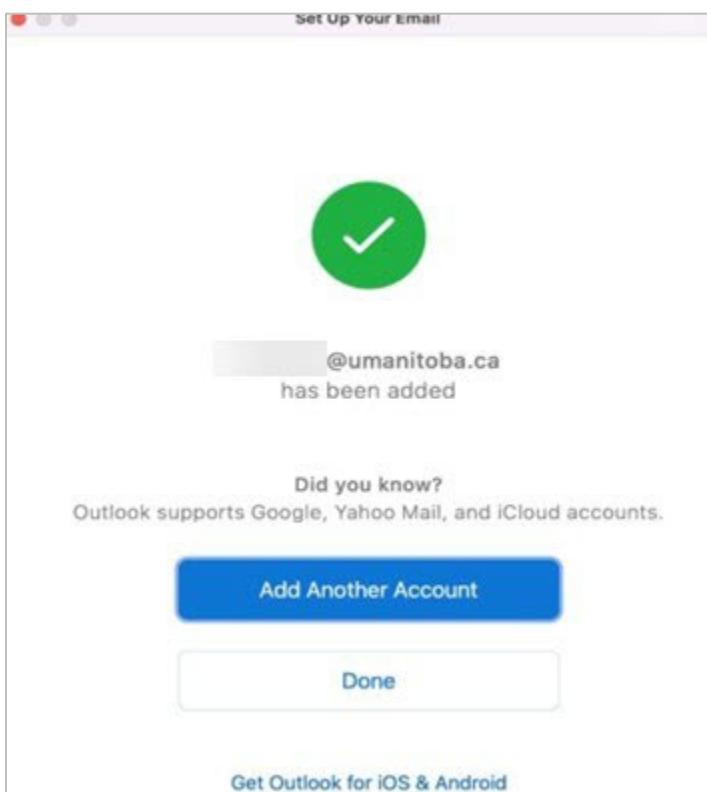
3. Enter the shared mailbox email address and select **Continue**. Outlook will ask you to sign in.



4. On next login window, enter your personal UM email address and password.



5. Verify your identity with Duo multi-factor authentication and the shared mailbox account will be added.



6. You can now toggle back to the new version of Outlook.

